



Date: October 30, 2007

To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

From: George K. Haritos
Dean, College of Engineering

Subject: Chair Review Guidelines and Criteria

The attached Chair review guidelines and criteria have been approved by the Faculty of the Department of Civil Engineering on 10/31/07. I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

Wm Brian Abuehle
Faculty Representative

10/31/07
Date

Wm Brian Abuehle
Department Chair

10/31/07
Date

George K Haritos
Dean

1 NOV 2007
Date

Joe Smill
Senior Vice President, Provost
Chief Operating Office

11/5/07
Date

Department of Civil Engineering
Akron, OH 44325-3905
330-972-7286 • 330-972-6020 Fax

Procedure for Civil –Engineering Chair Review

Purpose

To develop a procedure for Civil Engineering Chair review to be conducted in the final year of the Chair appointment for a continuing or new Chair pursuant to Article 10 (Governance), Section 5 of the AAUP/UA contract.

Procedure

A) During the final year of a department chair's term of appointment the department will form a Chair's Evaluation Committee. The composition of this committee, and all related guidelines for the election and appointments of its faculty members, will be in accordance with Section 5 (part A i) , Article 10 (Governance), of the AAUP/UA contract.

The Chair's Evaluation Committee (CEC) will conduct its review, consistent with the department's mission and according to the procedures and criteria established here, once these criteria and procedures are approved by department faculty, the Dean, and the Provost. The CEC will meet and select a chair. The chair will call meetings and write the draft recommendations.

B) Annually, the incumbent chair (or new chair in case of a new hire or appointment) should prepare a set of goals; then distribute and orally present them to the faculty of the Civil Engineering Department. In addition to their close connection to the mission statements of the engineering college at the time, these goals must be set such that they are measurable quantitatively, and the progresses toward these goals can be evaluated annually.

C) In particular, these goals must address the following three issues:

1. development of the department
 - enrollment,
 - teaching quality
 - faculty size
 - research funding and journal papers
2. faculty improvement
 - training
 - career development
 - personnel management
3. chair's personal goals as a faculty of the department
 - teaching
 - research
 - service

D) When approved by the Dean, the departmental goals will be used as the strategic/guiding document for the department.

E) During the final year of the Chair's appointment, the incumbent department chair must present his/her accomplishments and compare them against the established departmental goals.

F) The Chair's performance will be evaluated by the Civil Engineering faculty in the chair review meeting, by questionnaire survey, and faculty scoring. These results will determine if the department chair's performance is satisfactory and he/she has the support of the faculty.

Committee Duties

- 1) The Committee shall request from the Chair an open-ended, concise written response to a set of questions prepared by the committee in consultation with the Civil Engineering faculty. This may include
 - a. How successful have you been in fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
 - b. How successful have you been in working with faculty of all ranks, graduate students and staff to meet the mission of the Department of Civil Engineering regarding research, teaching and service?
 - c. How successful have you been in encouraging efforts to increase our national visibility?
 - d. What are your comments/ assessments regarding the data provided to you for the purpose of the departmental faculty's merit increases?
- 2) The Committee shall arrange for the Chair to make his or her vita available to all members of the department.
- 3) The Committee shall distribute a questionnaire to all members of the Department and invite written responses from all members. The Committee will then assemble these responses into one document for review by the bargaining unit faculty. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested) (pursuant to Article 10, section 5, part A.iii). Responding to the questionnaire is voluntary.

While the questions will be the same for all departmental members, the committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This may lead to the assembling of Responses from: 1) full-time bargaining unit faculty; 2) non-bargaining unit faculty; 3) graduate students; and, 4) staff. A smaller number of groups will be used if anonymity would be compromised. This summary of the evaluations (pursuant to Article 10, section 5, part A.iii of the AAUP/UA contract) will be made available to all bargaining unit faculty who meet to deliberate during the final Chair review meeting(s).

Note: Department auxiliary faculty, staff and graduate students are not part of the bargaining unit. However, they are crucial to the successful operation of the Department and many have daily contact with the Chair. Their opinions are important to the bargaining unit faculty and they will have the opportunity to respond to the questionnaire.

The questionnaire will follow the format given in the attached table.

Chair Review Meeting

The Committee shall arrange for all bargaining unit faculty to meet to review the results of the questionnaires and deliberate whether the Chair shall be recommended to the Dean and Provost to serve as Chair of the Department. At the end of these deliberations, the bargaining unit faculty will communicate to the Chair Review Committee, in writing, their level of support for the Chair continuing to serve.

The summary document assembling responses by all groups, as well as the Chair's responses to questions, shall be made available to bargaining unit faculty for review before the meeting.

Staff also will participate in the questionnaire process. The most senior member of the support staff does, however, have the option of surveying staff and requesting to present issues, concerns or support for the Chair (representing staff opinions) at the beginning of the Chair Review meeting. However, they may not be present during committee deliberations.

The Chair shall not attend the Chair Review meeting.

Additional meetings may be required depending upon the extent of the deliberations.

At the conclusion of these deliberations, each bargaining unit faculty member can communicate, in writing, her/his level of support for the Chair continuing to serve. This information will be submitted to the Chair Review Committee for their consideration in writing the final narrative regarding the department's deliberations.

Bargaining unit faculty who are unable to attend these deliberations can also communicate their level of support, in writing, directly to the Chair Review Committee.

Members of the Chair Review Committee shall communicate to the Department Chair their findings and any other information/issues the faculty would like communicated to the Chair.

Pursuant to Article 10, section 5, part A-iv, the Review Committee shall report its recommendation to the Dean. This recommendation and any accompanying narrative shall first be circulated to bargaining unit faculty to assure that the narrative is representative of the meeting's deliberations.

The summary of survey results shall be kept on file in the Department as part of the Department's permanent records.

Questionnaire and Rating

Please rate the chair's demonstrated performance in carrying out the mission for the department in the following areas:

Area	Excellent	Good	Average	Poor	Very Poor
Research					
Teaching					
Service and Community Outreach					

Comments _____

Please rate the chair's demonstrated performance in advancing the department in the following areas:

Area	Excellent	Good	Average	Poor	Very Poor
Obtaining External Funding					
New Program Initiatives					
Interdisciplinary Collaboration					
Student Retention					

Comments _____

Please indicate your level of agreement with the following statements.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The chair makes administrative decisions in a fair manner.					
The chair promotes collaborative decision making.					
The chair handles department business efficiently.					
The chair mentors faculty and staff.					
The chair prepares the department for meeting future challenges.					

The chair creates and supports a climate of collegiality.					
The chair supports diversity in the department.					
The chair enhances the department's ability to carry out its mission.					
The chair has facilitated the department's creation of a vision and mission.					
The chair interacts professionally with the students, staff and faculty.					
The chair is approachable.					
The chair's decision-making processes are transparent.					
The chair has a vision for the department.					
The chair maintains confidentiality of personal matters.					
The chair is an effective advocate for the department in university settings.					

Comments _____

Rating Using the 7-point scale below, to what extent would you support the current Chair continuing to serve in this capacity for next term appointed by the Dean of College of Engineering:						
1	2	3	4	5	6	7
Do not support at all			Moderately support			Strongly support

Please provide your anonymous, written, qualitative and summary evaluation of the chair in this space: _____
